

STAFF REPORT

TO: Mayor and City Council

DATE: 12-7-04 (w/s)

VIA: Jim Westbrook, City Manager

PREPARED BY: Brenda Mills, Director
Office of Minority Affairs

FROM: Bill Schaefer, Finance Director

SUBJECT: Minority Business Program Annual Report

Summary Statement: This is the Minority Business Program Annual Report for Fiscal Year 2003-04.

Review: In May of 1998, City Council adopted the Asheville-Buncombe Minority Business Plan. The Plan was subsequently amended in November 1998, December 1999, December 2001, and October 2002, to clarify provisions of the Plan and to reduce the Minority Business Commission from thirteen members to eleven and September 2004 to make administrative changes and update statute information.

The Plan requires the Office of Minority Affairs to present to the City Council and County Commissioners an Annual Report on the effectiveness of implementation of the Plan. The Report shall include, but not be limited to: the number of minority businesses; percentage of minority businesses contracting with the County and City either as a prime contractor or as a subcontractor; percentage of overall reported contracts awarded to minority businesses; percentage of contractors complying with good faith efforts; and percentage of goals achieved and goals waived.

The Annual Report for Fiscal Year 2003-04 has been reviewed by the Minority Business Commission and approved at its meeting on August 12, 2004.

Recommendation: City Council to receive the Annual Report.

Attachments:

(1) Minority Business Program Annual Report



Asheville~Buncombe Office of Minority Affairs



"Standards for ourselves should always be set high. I feel the opportunities that the Minority Affairs Office have afforded has allowed many of us to take advantage of seeking to make our companies achieve their fullest potential."



Annual Report Fiscal Year 2003-2004



Director's Message

Dear Stakeholders:

The mission of the Minority Business Program is to increase opportunity for minority owned firms doing business with our local governments. The annual report each year shows where we are with participation, but the numbers are not all there is.

Our program has evolved since the Minority Business Plan was adopted in May 1998. It has been our goal to not only make sure that we remain faithful to the mission but that we look to the future, transition to new methods and look at new ways of administering the program.

We have taken the following approaches over the years: to look at where opportunities are outside of the bidding process, who are our other stakeholders, what is needed in terms of training opportunities for minority owned firms, and how to close the gap with response to bids by minority owned vendors. We also work with City and County departments on compliance and will continue to seek ways in which we can be a part of our community. This report should provide that to you and more!

We are proud to be a part of the Minority Business Program administration because of the opportunities that have been provided to minority owned firms. Relationships have been developed which afford us a place at the table to discuss all matters in regard to minority business compliance.

We hope that you will see the efforts that have been made on behalf of increasing minority participation with our local governments and that you will also see where there is ***more opportunity for the future...***

Regards,

Brenda G. Mills, Director
Asheville-Buncombe Office of Minority Affairs

Our Staff

The Minority Affairs staff consists of a Director, Coordinator and an Office Assistant. The staff handles the day-to-day operations of the Minority Business Program to identify and certify minority firms, insure that bids and solicitations are sent to these firms, and to act as a liaison for these firms with City and County departments.



Left to right: Brenda Mills, Director; Laura Calloway, Office Assistant; Leronica Casey, Coordinator

Minority Business Commission



Front row (left to right): Carmella Watkins (Vice-Chair) NAACP; Claudia Thomas, CAT Network Systems; Latrella Higgins, CIBO; Lisa Slechter, NAWIC. Standing (left to right): Valerie Dennis, Anaya Gallery; Carol Hensley, Asheville Area Chamber of Commerce; Marvin Vierra (Chair), Asheville Business Development Center; Connie Mitchell, AIA. Not pictured: Wendell Howard, Carolinas AGC; Clara Jeter, A-B Community Relations Council and Thomas Kling, Eagle/Market Streets Development Corporation.

The Minority Business Commission is an eleven member board appointed by County Commission and City Council to provide oversight of the program, to hear complaints regarding violation of the Minority Business Plan, to hear appeals, to provide training and to periodically review the Plan. There are nine local agencies represented which includes: American Institute of Architects (AIA); Asheville-Business Community Relations Council; Associated General Contractors of America (AGC); Council of Independent Business Owners (CIBO); Eagle/Market Streets Development Corporation; National Association of Women in Construction (NAWIC); Asheville Area Chamber of Commerce; Asheville Business Development Center; NAACP, and two local certified businesses.

History

Since the approval of the current Minority Business Plan by the Asheville City Council and the Buncombe County Board of Commissioners in 1998, the Asheville-Buncombe Office of Minority Affairs has worked to increase minority business participation in City and County contracting and purchasing.

For six years, we have provided opportunity and access for minorities in construction, professional services and procurement with the joint efforts of non-minority contractors, City and County departments, City Council, County Commissioners, the Minority Business Commission and other agencies and corporations. We have also offered various trainings to enhance economic growth and networking opportunities for our certified business owners. We seek to enable our business owners to expand the way in which they do business, providing them with greater economic advantages.

Our Mission

The Minority Business Commission and the Office of Minority Affairs are committed to providing the opportunity for full participation in supplying goods and services purchased by the City of Asheville and Buncombe County, by placing special emphasis on expanding the minority business base through programs of recruitment, certification, training, referral, networking and advocacy.

Our Vision

Our vision this year has been to seek out Minority Businesses to certify and to provide more in the way of possible opportunities with the City of Asheville and Buncombe County. We have worked with the City and County to provide even better expenditure reporting and have used this as a tool for identifying potential minority-owned firms. We will continue to educate ourselves on the functions of City and County governments. We will continue to gain knowledge of the types of services that are contracted as well as new areas to consider for the future.

Goals and Objectives

The following are goals and objectives that were set and met during the year.

- Reviewed the various types of expenditures provided on the monthly reports from the City and County and making updates. The updates would provide the best data possible for comparison of what percentage of total expenditures to spent on minority businesses in contracting and purchasing.
- Scheduled annual and “as needed” meetings with City and County departments to look at the minority compliance process. This provided us with feedback needed to work more effectively. Followed up on feedback provided and worked with departments on possible solutions.
- Targeted training to better serve the needs of minority-owned firms and partnered with other agencies to have greater networking capabilities for all the businesses that each agency assists.
- Met with local support agencies to continue to learn more about what they offer businesses and discussed future collaborations. This provided a greater level of meaningful referrals for businesses.

Programs



The Mentor-Protégé program is designed to provide mentoring through careful advice, coaching and technical assistance. It was launched with the collaboration of the Minority Business Commission and the Office of Minority Affairs in June 2000.

This year, the Minority Business Commission celebrated the final completion ceremony for the first three pairs of mentors and protégés.

Each of our candidates began last year by developing and reviewing a business plan with their Mentors. They identified a list of goals to be accomplished. As the year progressed, the Mentors guided their Protégés to the appropriate learning source or helped them from their own experience. All facets of the business were covered from marketing to instruction on OSHA requirements for contractors. The pairs met and submitted monthly reports. Quarterly reports indicated more progress and showed a gradual honing of scope and skills. For the last several months, therefore, the Mentor-Protégé Committee, consisting of Valerie Dennis, Lisa Slechter and Connie Mitchell, each took one pair to be the liaison to the Office of Minority Affairs in the hope that the personal contact between the committee and the candidates would present the freedom for them to discuss problems and successes more easily and to get immediate feedback and support.

Our vision for next year is to improve our methods for drawing both mentors and protégés into the program. We also intend to revise the orientation procedures to clarify the goals of the program and provide additional information that is not in the manual. It has been an inspiration to work with both the mentors and protégés and it certainly is a vehicle for revealing the wealth of talent and skills available in the minority business community.

Respectfully submitted,

Connie Mitchell

Connie Mitchell-Chair
Mentor-Protégé Committee



Left to right: Dee Williams, Dee Williams & Co.; Ron Butler, Point South Investments; Valerie Dennis, Committee Member; Barbara Taylor, Mike Taylor Grading Co.; Ken Driver, Taylor & Murphy Construction Co.; Connie Mitchell, Committee Member; Lisa Slechter, Committee Member; Marvin Vierra, Asheville Business Development Center. Not pictured: Louise McAdams, Real Estate Cleaning Services.

"I thoroughly enjoyed being a part of the Mentor-Protégé Program. It was very rewarding to see the enthusiastic desire of Dee [Williams] to develop her company to higher profitability and her commitment to manage the company more efficiently to allow her to market and develop future business."

**-Ron Butler – Mentor
Point South Investments**

*"One word to describe this program...
Invaluable."*

**-Lisa Slechter
Mentor-Protégé
Committee Member**

Training 2003 - 04

"The training sessions are extremely helpful and informative. I think you have the most effective program of all that I have attended."

*-Glenda Dumas-Bryant
Glenda Dumas' Place*

We continue to provide effective training and networking opportunities for certified minority and woman business owners. Annual training is required for certification renewal, which is every two years. We see the value and need for business development and networking with local government and other businesses.

There were a total of eight (8) training opportunities during **Fiscal Year 2003-04**, which included:

ATTENDEES

More Money Matters – July 2003	10 (9 certified firms)
Minority Enterprise Development (MED) Week – September 2003	18 (18 certified firms)
Time Management – January 2004	34 (10 certified firms)
Meet the EAP (A Drug Free Workplace) – February 2004	6 (5 certified firms)
Follow Up to 'Meet the EAP' – March 2004	6 (5 certified firms)
Opportunities 2004 – March 2004	7 (7 certified firms)
How to do Business with City & County – March 2004	17 (8 certified firms)
Uniform Certification Focus Group – May 2004	16 (13 certified firms)

Total Attendees: 114 (75 certified firms)

"Thank you so much for working so hard to organize, plan and successfully accomplish "More Money Matters" workshop. I was so excited to be a part of that day. I learned a lot, the networking was great and I believe we are on the right path to make our business great in Asheville."

*-Carolyn Sluder
Sluder & Son's Excavation and Paving, Inc.*

"Today's meeting [Drug Free Workplace... Meet the EAP] was very informational to employers and management. I know EAP is a great asset to any employer/employee to have in their own lives. Thanks, [I] look forward to the next meeting."

*-Tracy Bryant
Daniel's Cleaning Services*

"I want to extend a very big Thank You from all of us here at MC Communications for last Friday's workshop [How to do Business with City and County] regarding conducting business with the City and County. Our goals, vision and sense of direction are all clearer than ever. We are happy that this opportunity is available, and so glad to be a part of the Minority Affairs program."

*-Toni Fisher
MC Communications*

The following are **other training** options offered to certified business owners:

❑ **Minority Business Commission Meeting Attendance**

Seven (7) business owners participated in the Minority Business Spotlight portion of the meeting. The business owners introduced their businesses to the MB Commission giving information on the types of services they provided. This has been a great way for the Commission members to learn more about businesses certified through our program.

"In August 2003, QUALITY JANITORIAL GROUP, INC. was invited to do the MB Spotlight. It was a definite eye opener to hear all that went into what you do. I have always been aware that Minority Affairs was around. I unfortunately did not realize all that it took to effectively run such an important and much needed program."

*-Namurah Blakely, Co-Owner
Quality Janitorial Group, Inc.*

"The MB Spotlight is valuable both to the Commission and the presenting minority business. The business owner is able to receive broader exposure for the business. The commissioners are able to learn which businesses are offering products and services. The spotlight is a "win-win" for everyone."

*-Carol Hensley
MB Commission Member*

"The MB Spotlight is the part of the agenda for the Minority Business Commission meeting that I enjoy most. I enjoy it because it is always different and original while providing an excellent insight into the different products and services available through the many different certified minority businesses."

*-Marvin Vierra, Chair
MB Commission*

❑ **Bid Award with the City of Asheville and Buncombe County and/or visits with depts.**

In the FY 03 – 04 year over 45 certified minority businesses were awarded contracts with the City of Asheville and Buncombe County.

"These staff efforts are evidence that City and County leaders are committed to effectively using the resources available in minority and women-owned businesses to the advantage of the City and County."

*-Gaye Sprague
Sprague & Sprague Consulting Engineers*

❑ **Mentor Protégé Program Participation**

"Insightful, supportive, invigorating and caring."

*-Dee Williams, MP Program Participant
Dee Williams & Co.*

"It is very gratifying to meet people who want to expand their skills and are willing to open their business to a mentor for guidance... and then to see that trust rewarded with a leap in confidence, knowledge and performance."

*-Connie Mitchell, Chair
Mentor-Protégé Committee*

Outreach, Partnerships, Advocacy, and Sponsorship

Our office uses all methods available to us for outreach to find minority firms who can provide products and services to our local governments. *Here are the results of some of our efforts this year:*

Minority firms certified as of June 30, 2004:	144	(12.5% increase from FY03)
Requests made by phone, mail and office visits:	403	(192% increase from FY03)
Website hits for information on our program:	4,688	(County Website only)
Certifications completed:	33	(120% increase from FY03)
Site visits on new and existing minority firms:	15	(50% increase from FY03)

We have also embraced partnering with local agencies that serve business owners as well. We believe that this will increase networking and educational opportunities for all business owners that our agencies continue to assist. The following is a list of partnering agencies, advocacy, outreach, sponsorship and training with staff involvement during **FY 2003-04:**

- Mountain Microenterprise Fund (MMF)
- Consumer Credit Counseling Services (CCCS)
- SCORE
- N.C. M/WBE Coordinators' Network Quarterly Mtgs (Vice Chair)
- National Association of Women in Construction (NAWIC) – Monthly Meetings
- Volunteer Center Committee Meetings
- United Way Board
- Minority Enterprise Development (MED) Week Planning Committee
- Leadership Asheville Forum Board
- Martin Luther King, Jr. Prayer Breakfast 2004
- Building Bridges – Steering Committee and Facilitator
- 5th Annual Minority Career Fair (Planning Committee)
- Asheville Area MLK Association
- YWCA Board
- Carolinas Minority Supplier Development Councils (CMSDC) – members
- School of Government Purchasing School – Chapel Hill, NC
 - Contracting for Construction
 - Intermediate Purchasing
 - Basic Purchasing
- Carolinas Association of Governmental Purchasers (CAGP) – member

Tid Bits Newsletter

We continue to use this electronic tool monthly to keep in contact with our certified business owners regarding upcoming training, networking opportunities, announce the certification of new firms and bid awards. We also included information such as resource agencies, website tools, etc. to help business owners gain the necessary resources for doing great business. We have gotten good feedback from certified firms about the information being provided that it is very informative, helpful, a great reminder to them and that it keeps them in touch with our office on a regular basis.



The Bid Information Line

The Bid Line was established in June 2002 by the Office of Minority Affairs. It is available on the Buncombe County informational phone line (828) 250-4000, Ext. 1121. The purpose of the Bid Line is to offer certified business owners the opportunity to find out more about the latest upcoming and/or current available projects up for bid in City of Asheville and Buncombe County. This line is updated on a weekly basis.

Site Visits



Valerie Dennis
Anaya Gallery/Val's Frameshop

Larry McAdams
L & M Janitorial Service



Jan Coleman
J Coleman Waterproofing, Inc.



Jane Mathews
Mathews Architecture





Miriam Schwarz and Nina Vinson
SAGE Partners, Inc.

Dee Williams
Dee Williams & Company, Inc.



Marlene Williams
WILLCO

Michael Jackson
Port City Java





Statistical Report of Minority Participation for City of Asheville

Total City Expenditures To Minority Businesses by Service Category & Minority Status

* Dollar amount and **percentage of City money used (dollar amount ÷ total expenditures for the City).

PROCUREMENT

African Americans	*	\$0.00	**	0.00%
Hispanic, Asian & Native Americans		\$4,486.20		0.02%
Women		\$44,160.99		0.21%
Total		\$48,647.19		0.23%

PROFESSIONAL SERVICES

African Americans	*	\$105,907.84	**	0.51%
Hispanic, Asian & Native Americans		\$5,563.90		0.03%
Women		\$155,199.43		0.74%
Total		\$266,671.17		1.28%

OTHER SERVICES

African Americans	*	\$0.00	**	0.00%
Hispanic, Asian & Native Americans		\$0.00		0.00%
Women		\$0.00		0.00%
Total		\$0.00		0.00%

CONSTRUCTION

African Americans	*	\$216,255.92	**	1.04%
Hispanic, Asian & Native Americans		\$0.00		0.00%
Women		\$823,808.23		3.95%
Total		\$1,040,064.15		4.98%

Grand Total Expenditures to Certified Minority Businesses:

\$1,355,382.51

Total Expenditures for FY04 – City:

\$20,868,898.41

Percentage of Business Done with Certified Minority Businesses:

6.49%

City of Asheville

Number of Bids vs. Number of MB Contracts and Responses

<u>PROCUREMENT:</u>	NUMBER	PERCENTAGE
RFPs (Requests for Proposals/Quotations)	226	
Certified MBs (CMBs) Contracted	304	
Certified MBs Responding	138	45%
	(#CMBs responding ÷ #CMBs contacted)	
Projects with no eligible Certified MBs	98	43%
	(#Projects no eligible CMBs ÷ Total # RFPs)	
Firms contacted claiming minority status but not certified	0	
Bids awarded to Certified MBs	22	10%
	(#Bids awarded ÷ Total # RFPs)	

<u>PROFESSIONAL SERVICES:</u>		
RFPs (Requests for Proposals/Quotations)	7	
Certified MBs (CMBs) Contracted	24	
Certified MBs Responding	8	33%
Projects with no eligible Certified MBs	1	14%
Firms contacted claiming minority status but not certified	0	
Bids awarded to Certified MBs	1	14%

<u>OTHER SERVICES:</u>		
RFPs (Requests for Proposals/Quotations)	0	
Certified MBs (CMBs) Contracted	0	
Certified MBs Responding	0	0%
Projects with no eligible Certified MBs	0	0%
Firms contacted claiming minority status but not certified	0	
Bids awarded to Certified MBs	0	0%

<u>CONSTRUCTION:</u>		
RFPs (Requests for Proposals/Quotations)	13	
Certified MBs (CMBs) Contracted	41	
Certified MBs Responding	3	7%
Projects with no eligible Certified MBs	4	31%
Firms contacted claiming minority status but not certified	1	
Bids awarded to Certified MBs	1	8%

Certified Minority Business Enterprises Doing Business With The City 2003-04

(Minority Status listed in parenthesis: B=Black, H=Hispanic, A=Asian, I=Indian, W=Woman)

PROCUREMENT (5)

Incentives for Excellence (I)
Professional Business Interiors, Inc. (W)
Shop Works Inc. (W)
Silverman Company (W)
WILLCO (W)

PROFESSIONAL SERVICES (18)

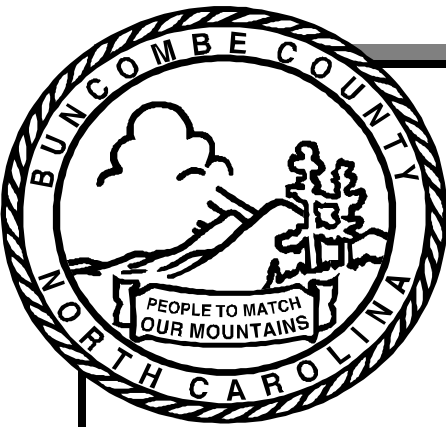
A Stitch 'N Time (W)	Human Resource Solutions, Inc. (B)
Ad Pro Marketing Corporation (H)	Image Promoters, Inc. (W)
Anaya Gallery (B)	Imaging Resource Associates, Inc. (W)
Auten Printing, Inc. (W)	Keen Impressions, Inc. (W)
Bingham Arbitrage Rebate Services (W)	L & M Janitorial Service (B)
Donnie Appleseed's Landscaping (W)	Mathews Architecture, P.A. (W)
Edwards-Pitman Environmental, Inc. (W)	Ontario Investments, Inc. (W)
Froehling & Robertson, Inc. (W)	Progressive Business Solutions (B)
Greater Diversity News (B)	Stay Alert Safety Services, Inc. (W)

OTHER SERVICES (0)

CONSTRUCTION (10)

Asheville Contracting (W)
Asphalt Unlimited of Asheville (B)
CAT Network Systems (W)
Carolina Cornerstone Construction, Inc. (W)
Dee Williams and Company (B)
Fiberglass Design & WNC Sandblasting (W)
Full Circuit Electrical Service (W)
Green Light Electric, Inc. (W)
Precision Contracting, Inc. (W)
Wheeler Construction Co., Inc. (W)

Total Minority Firms Doing Business with the City of Asheville: 33



Statistical Report of Minority Participation for Buncombe County

Total County Expenditures To Minority Businesses by Service Category & Minority Status

* Dollar amount and **percentage of City money used (dollar amount ÷ total expenditures for the County).

PROCUREMENT

African Americans	*	\$0.00	**	0.00%
Hispanic, Asian & Native Americans		\$0.00		0.00%
Women		\$376,833.51		0.49%
Total		\$376,833.51		0.49%

PROFESSIONAL SERVICES

African Americans	*	\$367,336.80	**	0.48%
Hispanic, Asian & Native Americans		\$46,585.02		0.06%
Women		\$501,122.52		0.65%
Total		\$915,044.34		1.19%

OTHER SERVICES

African Americans	*	\$0.00	**	0.00%
Hispanic, Asian & Native Americans		\$0.00		0.00%
Women		\$0.00		0.00%
Total		\$0.00		0.00%

CONSTRUCTION

African Americans	*	\$0.00	**	0.00%
Hispanic, Asian & Native Americans		\$0.00		0.00%
Women		\$592.92		0.00%
Total		\$592.92		0.00%

Grand Total Expenditures to Certified Minority Businesses:

\$1,292,470.77

Total Expenditures for FY04 – County:

\$76,822,448.64

Percentage of Business Done with Certified Minority Businesses:

1.68%

Buncombe County

Number of Bids vs. Number of MB Contracts and Responses

<u>PROCUREMENT:</u>	NUMBER	PERCENTAGE
RFPs (Requests for Proposals/Quotations)	43	
Certified MBs (CMBs) Contracted	55	
Certified MBs Responding	13	24%
	(#CMBs responding ÷ #CMBs contacted)	
Projects with no eligible Certified MBs	25	58%
	(#Projects no eligible CMBs ÷ Total # RFPs)	
Firms contacted claiming minority status but not certified	0	
Bids awarded to Certified MBs	3	7%
	(#Bids awarded ÷ Total # RFPs)	

<u>PROFESSIONAL SERVICES:</u>		
RFPs (Requests for Proposals/Quotations)	11	
Certified MBs (CMBs) Contracted	48	
Certified MBs Responding	17	35%
Projects with no eligible Certified MBs	1	9%
Firms contacted claiming minority status but not certified	0	
Bids awarded to Certified MBs	5	45%

<u>OTHER SERVICES:</u>		
RFPs (Requests for Proposals/Quotations)	0	
Certified MBs (CMBs) Contracted	0	
Certified MBs Responding	0	0%
Projects with no eligible Certified MBs	0	0%
Firms contacted claiming minority status but not certified	0	
Bids awarded to Certified MBs	0	0%

<u>CONSTRUCTION:</u>		
RFPs (Requests for Proposals/Quotations)	11	
Certified MBs (CMBs) Contracted	67	
Certified MBs Responding	9	13%
Projects with no eligible Certified MBs	3	27%
Firms contacted claiming minority status but not certified	1	
Bids awarded to Certified MBs	1	9%

Certified Minority Business Enterprises Doing Business With The County 2003-04

(Minority Status listed in parenthesis: B=Black, H=Hispanic, A=Asian, I=Indian, W=Woman)

PROCUREMENT (4)

Carolina Concrete Materials, Inc. (W)
Professional Business Interiors, Inc. (W)
Silverman Company (W)
WILLCO (W)

PROFESSIONAL SERVICES (21)

A & C Janitorial Services (B)
Ad Pro Marketing Corporation (H)
Advantage Marketing, Inc. (W)
Auten Printing, Inc. (W)
Bingham Arbitrage Rebate Services (W)
Datamaxx Enterprise Intelligence, Inc. (W)
Greater Diversity News (B)
Human Resource Solutions, Inc. (B)
Image Promoters, Inc. (W)
Intimate Rhododendron (B)
Jacquelyn A. Schauer, Architect (W)
Judy Futch Consulting, Inc. (W)
Keen Impressions, Inc. (W)
L & M Janitorial Service (B)
Liz Mills, Ltd., Inc. (B)
Productive Consulting Resources (W)
Progressive Business Solutions (B)
Quality Janitorial Group, Inc. (B)
Qualla Security, Inc. (I)
Real Estate Cleaning Service (B)
Western Carolina Detail & Maintenance (B)

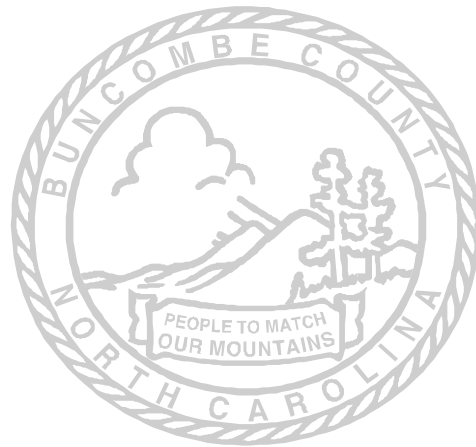
OTHER SERVICES (0)

CONSTRUCTION (2)

CAT Network Systems (W)
Green Light Electric, Inc. (W)

Total Minority Firms Doing Business with Buncombe County: 27

City of Asheville and Buncombe County



Six-Year Comparison of Total Expenditures

Comparison of Total City Expenditures

To Minority Businesses by Service Category and Minority Status
(dollar amount ÷ total expenditures for the city)

<u>Procurement:</u>	Goal	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04
African American	5%	.003%	.12%	0%	.05%	.00%	0.00%
Hispanic, Asian & Native Am	2%	.014%	.014%	.12%	.01%	.02%	0.02%
Women	18%	.443%	.063%	.31%	1.05%	.09%	0.21%
<i>Total</i>		.460%	.20%	.43%	1.10%	.11%	0.23%
<u>Professional:</u>							
African American	7%	.125%	.28%	.376%	.16%	.36%	0.51%
Hispanic, Asian & Native Am	7%	.010%	.20%	.035%	.00%	.00%	0.03%
Women	37%	.407%	.36%	.264%	.44%	.60%	0.74%
<i>Total</i>		.542%	.84%	.675%	.61%	.96%	1.28%
<u>Construction:</u>							
African American	3%	.558%	.04%	.313%	.58%	.62%	1.04%
Hispanic, Asian & Native Am	1%	0%	0%	.013%	.00%	.00%	0.00%
Women	8%	1.025%	.009%	2.32%	4.27%	4.06%	3.95%
<i>Total</i>		1.583%	.37%	2.65%	4.85%	4.68%	4.98%
<u>Other Services:</u>							
African American	10%	0%	0%	0%	0%	.00%	0.00%
Hispanic, Asian & Native Am	2%	0%	0%	0%	0%	.00%	0.00%
Women	18%	.004%	0%	0%	0%	.00%	0.00%
<i>Total</i>		.004%	0%	0%	0%	.00%	0.00%
Total Expenditures for City		\$44,092,268.12	\$32,682,431.58	\$30,191,666.43	\$33,916,436.97	\$26,441,210.92	\$20,868,898.41
Grand Tot of CMB Contracts		\$1,141,646.02	\$467,586.09	\$1,132,895.47	\$2,226,268.04	\$1,521,284.05	\$1,355,382.51
CMB Business \$ Percentage		2.60%	1.4%	3.8%	6.56%	5.75%	6.49%

Note: CMB's – Certified Minority Businesses

City of Asheville

Number of Bids vs. Number of Minority Business Contacts and Responses

<u>Procurement:</u>	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04
RFPs	270	204	193	183	170	226
CMBs Contacted	388	311	342	181	183	304
CMBs Responding	79 (20%)	91 (29%)	155 (45%)	95 (52%)	87 (48%)	138 (45%)
(#CMBs responding ÷ #CMBs contacted)						
Projects with no eligible CMBs	121 (44%)	89 (43%)	70 (36%)	85 (46%)	75 (44%)	98 (43%)
(#Projects with no eligible CMBs ÷ total # RFPs)						
Uncertified minority firms contacted	6	8	1	4	0	0
Bids Awarded to CMBs	11 (4%)	11 (5%)	18 (9%)	12 (7%)	14 (8%)	22 (10%)
(#Bids awarded ÷ total RFPs)						
<u>Professional Services:</u>						
RFPs	37	23	31	28	8	7
CMBs Contacted	81	112	59	40	5	24
CMBs Responding	12 (15%)	32 (29%)	19 (32%)	25 (63%)	1 (20%)	8 (33%)
Projects with no eligible CMBs	2 (5%)	5 (22%)	7 (22%)	8 (29%)	6 (75%)	1 (14%)
Uncertified minority firms contacted	0	0	1	1	0	0
Bids Awarded to CMBs	8 (22%)	6 (26%)	2 (6%)	3 (11%)	0 (0%)	1 (14%)
<u>Construction:</u>						
RFPs	31	10	30	19	9	13
CMBs Contacted	264	81	225	228	45	41
CMBs Responding	70 (27%)	31 (38%)	105 (47%)	69 (30%)	10 (22%)	3 (7%)
Projects with no eligible CMBs	0 (0%)	0 (0%)	2 (7%)	0 (0%)	1 (11%)	4 (31%)
Uncertified minority firms contacted	2	7	14	6	0	1
Bids Awarded to CMBs	11 (35%)	3 (30%)	3 (10%)	3 (16%)	3 (33%)	1 (8%)
<u>Other Services:</u>						
RFPs	1	0	0	0	0	0
CMBs Contacted	0	0	0	0	0	0
CMBs Responding	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Projects with no eligible CMBs	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Uncertified minority firms contacted	0	0	0	0	0	0
Bids Awarded to CMBs	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

Comparison of Total County Expenditures

To Minority Businesses by Service Category and Minority Status
(dollar amount ÷ total expenditures for the county)

<u>Procurement:</u>	Goal	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04
African American		0%	.006%	.026%	.00%	.00%	.00%
Hispanic, Asian & Native Am		0%	.005%	.022%	.00%	.00%	.00%
Women		.04%	.004%	.06%	.06%	.01%	.49%
<i>Total</i>	10%	.04%	.016%	.11%	.06%	.01%	.49%
<u>Professional:</u>							
African American		.28%	.28%	.44%	.66%	.50%	.48%
Hispanic, Asian & Native Am		0%	.001%	.001%	.03%	.05%	.06%
Women		.19%	.16%	.115%	.12%	.12%	.65%
<i>Total</i>	10%	.47%	.44%	.561%	.81%	.67%	1.19%
<u>Construction:</u>							
African American		.12%	.059%	.025%	.02%	.01%	.00%
Hispanic, Asian & Native Am		0%	0%	0%	.00%	.00%	.00%
Women		.35%	.877%	.373%	.16%	.06%	.00%
<i>Total</i>	12%	.47%	.936%	.399%	.18%	.07%	.00%
<u>Other Services:</u>							
African American		0%	0%	0%	.00%	.00%	.00%
Hispanic, Asian & Native Am		0%	0%	0%	.00%	.00%	.00%
Women		0%	.004%	0%	.00%	.00%	.00%
<i>Total</i>	10%	0%	.004%	0%	.00%	.00%	.00%
Total Expenditures for County:		\$74,749,064.74	\$71,122,709.82	\$74,335,175.87	\$75,572,161.58	\$77,139,768.93	\$76,822,448.64
Grand Total of CMB Contracts:		\$739,863.03	\$996,593.72	\$796,440.95	\$793,238.90	\$572,661.76	\$1,292,470.77
CMB Business \$ Percentage		1%	1.4%	1.07%	1.05%	.74%	1.68%

Note: CMB's – Certified Minority Businesses

Buncombe County

Number of Bids vs. Number of Minority Business Contacts and Responses

Procurement:

	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04
RFPs	112	72	67	72	47	43
CMBs Contacted	117	108	41	86	76	55
CMBs Responding (#CMBs responding ÷ #CMBs contacted)	33 (28%)	47 (44%)	14 (34%)	19 (22%)	14 (18%)	13 (24%)
Projects with no eligible CMBs (#Projects with no eligible CMBs ÷ total # RFPs)	60 (53%)	36 (50%)	48 (72%)	44 (61%)	27 (57%)	25 (58%)
Uncertified minority firms contacted	23	2	3	0	0	0
Bids Awarded to CMBs (#Bids awarded ÷ total RFPs)	5 (4%)	3 (4%)	1 (1.5%)	2 (3%)	1 (2%)	3 (7%)

Professional Services:

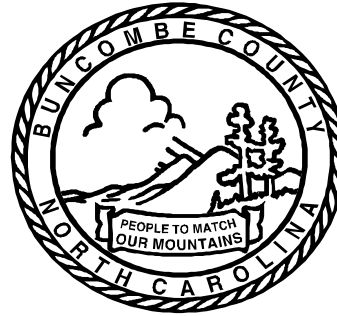
RFPs	20	33	50	36	32	11
CMBs Contacted	94	103	124	93	49	48
CMBs Responding	24 (26%)	37 (29%)	48 (39%)	30 (32%)	21 (43%)	17 (35%)
Projects with no eligible CMBs	9 (45%)	6 (22%)	17 (34%)	11 (31%)	18 (56%)	1 (9%)
Uncertified minority firms contacted	5	10	31	0	1	0
Bids Awarded to CMBs	6 (30%)	10 (30%)	8 (16%)	4 (11%)	6 (19%)	5 (45%)

Construction:

RFPs	11	17	17	31	23	11
CMBs Contacted	139	161	225	89	63	67
CMBs Responding	27 (19%)	64 (40%)	108 (48%)	34 (38%)	13 (21%)	9 (13%)
Projects with no eligible CMBs	0 (0%)	0 (0%)	1 (6%)	9 (29%)	0 (0%)	3 (27%)
Uncertified minority firms contacted	1	15	8	1	1	1
Bids Awarded to CMBs	8 (72%)	3 (18%)	2 (12%)	2 (6%)	3 (13%)	1 (9%)

Other Services:

RFPs	1	0	0	0	0	0
CMBs Contacted	0	0	0	0	0	0
CMBs Responding	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Projects with no eligible CMBs	1 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Uncertified minority firms contacted	0	0	0	0	0	0
Bids Awarded to CMBs	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)



Prepared by:

Asheville-Buncombe
Office of Minority Affairs
28 Valley Street
Asheville, NC 28801

Phone: (828) 250-4120 **Fax:** (828) 250-6080

Email: brenda.mills@buncombecounty.org

Websites: www.buncombecounty.org/governing/depts/Minority
www.ci.asheville.nc.us/finance/purchase.htm

Staff:

Brenda G. Mills, Director
Leronica M. Casey, Certification Coordinator
Laura R. Calloway, Office Assistant